

UNIVERSAL PLANNING APPLICATION



Application Types

Administrative

- ☐ Limited Term Permit
\$757.00
- ☐ Zoning Interpretation
\$243.00

Development Review

- ☐ Minor Development Review – under 10,000 sq. ft.
\$1,966.00
- ☐ Major Development Review – over 10,000 sq. ft.
\$3,571.00
- ☐ Conceptual Review - Minor
\$497.00
- ☐ Conceptual Review – Major
\$847.00
- ☐ Plan Revisions – Staff Review
\$342.00
- ☒ Plan Revisions – DRC / PC Review
\$901.00
- ☐ Extensions of Time – Staff Review
\$306.00
- ☐ Extensions of Time – DRC / PC Review
\$658.00

Entitlements

- ☐ Annexation
\$8,505.00 (deposit) + \$20.00 per acre
- ☐ Condominium Conversion
\$5,339.00 (deposit) + \$25 / unit or \$25 / 1,000 sf com.
- ☐ Development Agreement – New
\$20,023.00 (deposit) + cost of staff time & consultant minimum \$300
- ☐ Development Agreement – Revision
\$7,486.00 + cost of staff time & consultant minimum \$300
- ☐ General Plan Amendment
\$8,000.00
- ☐ Planned Unit Development
\$8,839.00 + \$100.00 /unit and / or \$100 / 1,000 sf floor area
- ☐ Specific Plan Review - New
Actual costs - \$18,399.00 (deposit) (+ consultant min. \$300)
- ☐ Specific Plan Review - Amendments / Revisions
Actual costs - \$7,576.00 (deposit) (+ consultant min. \$300)
- ☐ Zoning Text Amendment
\$3,364.00
- ☐ Zoning Map Amendment
\$5,501.00
- ☐ Easements (covenants & releases)
\$1,794.00

Environmental

- ☐ Environmental Review – Initial Study
\$1,858.00
- ☐ Environmental Review – EIR Preparation
Actual costs - \$34,274.00 (deposit)
- ☐ Environmental Review - Notice of Determination
\$162.00 (+ Dept. of Fish and Game Fees)

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Environmental Review - Notice of Exemption
\$162.00 (+ County Filing Fee)

Sign Reviews

- ☐ Minor – DRC, Historic District, Monument Signs or other districts having specific design criteria
\$330.00
- ☐ Major – Master Sign Programs
\$1,407.00
- ☐ Exception to Sign Ordinance
\$1,046.00

Subdivisions

- ☐ Tentative Map (4 or fewer lots)
\$3,788.00
- ☐ Tentative Map (5 to 10 lots)
\$5,267.00
- ☐ Tentative Map (11 to 25 lots)
\$7,053.00
- ☐ Tentative Map (26 to 50 lots)
\$9,668.00
- ☐ Tentative Map (51 lots or more)
\$14,151.00
- ☐ Minor Amendment to Approved Map (staff)
\$1,208.00
- ☐ Major Amendment to Approved Map (Public Hearing) \$2,642.00
- ☐ Reversion to Acreage
\$829.00
- ☐ Tentative Map Extensions
\$1,136.00
- ☐ Tentative Map - Lot Line Adjustments/Merger
\$1,325.00

Use Permits

- ☐ Minor Use Permit - Staff Review
\$562.00
- ☐ Major Use Permit - Planning Commission Review
\$3,292.00

Variances

- ☐ Minor Variance - Staff Review
\$562.00
- ☐ Major Variance - Planning Commission Review
\$2,200.00

Application	Fee
Total*:	\$

**Additional fees may be assessed by Nevada County Environmental Health and/or NSAQMD for services rendered for application review.*

Below is the Universal Planning Application form and instructions for submitting a complete planning application. In addition to the Universal Planning Application form, a project specific checklist shall be submitted. All forms and submittal requirements must be completely filled out and submitted with any necessary supporting information.

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will begin environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. Once the City receives the additional information or revised application, the thirty (30) day review period will begin again.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate information. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

Additional information may be obtained at www.cityofgrassvalley.com regarding the 2020 General Plan and Zoning. You may also contact the Community Development Department for assistance.

ADVISORY RE: FISH AND GAME FEE REQUIREMENT

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code a fee of **\$3,445.25** for an Environmental Impact Report and **\$2,480.25** for a Negative Declaration* shall be paid to the County Recorder at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after January 1, 1991. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building, public works and other development permits cannot be approved until this fee is paid. These fees are accurate at the time of printing, but **increase the subsequent January 1st** of each year.

This fee is **not** a Grass Valley fee; it is required to be collected by the County pursuant to State law for transmission to the Department of Fish and Game. This fee was enacted by the State Legislature in September 1990, to be effective January 1, 1991.

*If the City finds that the project will not have an impact on wildlife resources, through a De Minimis Impact Finding, the City will issue certificate of fee exemption. Therefore, this fee will not be required to be paid at the time an applicant files the Notice of Determination with the County Recorder. The County's posting and filing fees will still be required.

4. **Cortese List:** Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y _____ N x _____

The Cortese List is available for review at the Community Development Department counter. If the property is on the List, please contact the Planning Division to determine appropriate notification procedures prior to submitting your application for processing (Government Code Section 65962.5).

5. **Indemnification:** The City has determined that City, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorney's fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this permit, or the activities conducted pursuant to this permit. Accordingly, to the fullest extent permitted by law, the applicant shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorney's fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this permit, or the activities conducted pursuant to this permit. Applicant shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.
6. **Appeal:** Permits shall not be issued until such time as the appeal period has lapsed. A determination or final action shall become effective on the 16th day following the date by the appropriate review authority, where no appeal of the review authority's action has been filed in compliance with Chapter 17.91 of the City's Development Code.

The 15-day period (also known as the "appeal" period in compliance with Chapter 17.91) begins the first full day after the date of decision that the City Hall is open for business, and extends to the close of business (5:00 p.m.) on the 15th day, or the very next day that the City Hall is open for business.

I hereby certify, to the best of my knowledge, that the above statements are correct.

Property Owner/*Representative Signature: _____ Gary A Burke  Digitally signed by Gary A Burke
Date: 2025.09.09 13:39:44-07'00'

****Property owner must provide a consent letter allowing representative to sign on their behalf.***

Applicant Signature: _____ Gary A Burke  Digitally signed by Gary A Burke
Date: 2025.09.09 13:39:53-07'00'

--OFFICE USE ONLY--	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	